

ROYAL CANADIAN MOUNTED POLICE

TOP
SECRET

"C" Division

Montreal, Quebec.

"SPECIAL EMERGENCY ORDER" (I.S.R.)

MEMBER I/C COMMUNICATIONS,
RCMP - "C" DIVISION
MONTREAL POST

1. Upon receipt of these instructions from the Member i/c Operations you will open a "Message Centre" and instruct your assigned personnel to maintain secrecy.
2. The Message Centre will remain in the second floor radio room. The telephone switchboard will be continuously manned by competent operators, All facilities to be utilized on a "round the clock" basis, including the cipher office. No personal calls to be made unless vital. One line to be kept open at all times for Long Distance calls to and from Ottawa. Telex should be used for all priority messages to any point in Canada.
3. The radio room must be manned on a 24-hour basis. Both code and F.M. Transmitters to be kept clear of traffic not essential to this operation. Female help may be used on F.M. in default of male manpower.
4. ALL MESSAGES GOING OVER THE AIR MUST BE IN COVERED LANGUAGE OR CODE. Since coding and decoding takes up considerable time, this is to be avoided if the sense of the message can be made plain yet does not divulge information to unauthorized persons. It is imperative that Press Monitoring of our radio be borne in mind.
5. All messages will be on the form provided and known as "Operation Report Form", unless plainly inapplicable. All forms bearing dispatched messages from your Centre are to be retained for a ready reference during operation. A supply of the above forms will be secured from the Member i/c Records who will have them mimeographed.
6. Reports from all operating groups in the field will be filtered through the Message Centre, thence to the Member i/c Records for logging, thence to the Member i/c Operations unless context indicates it should go direct to Operations in the first instance to save time. Later the message should be logged.
7. For inter-office communication, the "intercom" system should be used exclusively to avoid overloading the switchboard.

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8. The Message Centre will take telephone calls filling out appropriate message as in the case of telegrams. Only the most urgent calls are to be routed to an individual, and only after his concurrence to accept such call. All outgoing calls shall be restricted to:

The Commanding Officer,
The Member i/c Operations
The Member i/c Muster & Dispatch
The Message Centre

9. Meals and refreshments for your staff will be available in the Division Mess, which will operate on a continual basis during the operation. Cots should be set up for use of your staff when resting since they will be on duty at Division Headquarters during the emergency.

10. During the operation, messages will be received from six operational zones in Greater Montreal. These will be received mostly over the C.I.B. Radio system and telephone, but the F.M. radio will also be used when necessary. These calls are to be processed as in Paragraph 6.

11. For Long Distance Communication, the Telex first and then telephone, telegraph or our own emergency radio system may be used, provided sufficient security is taken with respect to the message content.

12. STAFF:

Member i/c Communications.....	Sr. N.C.O.
Asst. to Member i/c Communications.....	1 Jr. N.C.O.
Communicator....(F.M..Radio).....	2 Radio Operators
Communicator.....	1 N.C.O.
Switchboards.....	4 Operators
Transcribers (Message).....	2 Female Clerks
Runner.....	1 Female Clerk
Maintenance.....	2 Technicians

13. Upon receiving authority from the Member i/c Operations and O.C. Montreal Sub/Division, which you will request, alert the following detachments with the standard message shown hereunder:-

St. Jerome Detachment	Bedford Detachment
Hemmingford "	Huntingdon "
Lacolle "	Cowansville "
Megantic "	Coaticook "
Joliette "	Rock Island "
St. Jean "	Sherbrooke "
Dorval "	

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MEMBER I/C COMMUNICATIONS

ALERT MESSAGE

TO THE MEMBER I/C DET.

"PROCEED INSTRUCTIONS 'JERICHO' (Have insert time of "X-hours", such as '0500', meaning 5 A.M., local time) ACKNOWLEDGE MESSAGE AS 'JERICHO' RECEIVED"

"O.C. Montreal Sub-Div"

Member i/c Operations